

**SUBCONTRACTING PLAN**  
**(TO BE SUBMITTED BY LARGE BUSINESSES)**

(CONTRACTOR'S NAME)  
(ADDRESS)

Solicitation or Contract Number

(Title of the Project)  
(Location)

(Date Prepared)

ACCEPTED:

\_\_\_\_\_  
Procuring Contracting Officer

\_\_\_\_\_  
Date

Total Dollar Value of the Contract:

\$ \_\_\_\_\_

**SUBCONTRACTING PLAN**

The following together with any Attachments, is submitted as a Subcontracting Plan to satisfy the application requirements of Public Law (PL) 95-507 as implemented by OFPP Policy letter 80-2 and Supplement No. 2 to 80-2 and PL 100-80. The following goals are established for the base period only; goals for option period(s), if any, are reported in Attachment(s) to this Plan.

1. The total dollars value of the proposal (base period if solicitation involves option years) \$ \_\_\_\_\_
2. The total estimated dollar value of all planned Subcontracting to all businesses, regardless of size. \$ \_\_\_\_\_
3. Estimated dollar value of subcontracting by size of business.

- a. Large Businesses \$ \_\_\_\_\_
- b. Small Businesses \$ \_\_\_\_\_

(NOTE: the sum of 3.a and 3.b must equal line 2)

- |   |             |          |
|---|-------------|----------|
| (1) Small Businesses (non-minority)                                       | (SB)        | \$ _____ |
| (2) Women Owned Small Businesses (non-minority)                           | (WO-SB)     | \$ _____ |
| (3) *Javits-Wagner-O'day (National Industry for the Severely Handicapped) | (JWOD-NISH) | \$ _____ |
| (4) Small Disadvantaged Businesses  | (SDB)       | \$ _____ |
| (5) Women Owned Small disadvantaged Businesses                            | (WO-SDB)    | \$ _____ |
| (6) Historically Black Colleges & Minority Institutions                   | (HBCU/MI)   | \$ _____ |

[NOTE: The sum of (1) through (6) must equal line 3.b]

- |   |          |
|---|----------|
| (7) Historically Underutilized Business Zone (HUBZone) Business | \$ _____ |
|---|----------|

**NOTE: Explain if any items between (1) and (7) are left blank.**

4. Percentage goals assigned.

- |  |         |
|--|---------|
| a. Large Businesses (line 3.a divided by line 2) | _____ % |
| b. Small Businesses (line 3.b divided by line 2) | _____ % |

(NOTE: The sum of 4.a and 4.b must equal 100%)

- |  |         |
|--|---------|
| (1) SB (line 3.b.(1) divided by line 2)          | _____ % |
| (2) WOSB (line 3.b.(2) divided by line 2)        | _____ % |
| (3) JWOD (NISH) (Line 3.b.(3) divided by line 2) | _____ % |
| (4) SDB (line 3.b.(4) divided by line 2)         | _____ % |
| (5) WO-SDB (line 3.b.(5) divided by line 2)      | _____ % |
| (6) HBCU/MI (line 3.b.(6) divided by line 2)     | _____ % |
| (7) HUBZone (line 3.b.(7) divided by line 2)     | _____ % |

\*Per DFARS 219.703, subcontracts awarded to qualified non-profit agencies for the blind or severely disabled may be counted toward small business subcontracting goal.

5. The following products and/or services will be consubcontracted under this contract.

a. Large Businesses

<u>Name of Firm</u>	<u>Products or Services</u>	<u>Dollar Value</u>
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____
		\$ _____

b. Small Businesses

<u>Name of Firm</u>	<u>Type</u>	<u>Products or Services</u>	<u>Dollar Value</u>
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____

(Use additional sheets, if necessary. Type = SB, SDB,. WOSB, HUBZone, etc.)

6. The following method was used to develop above subcontracting goals. Include a statement explaining how the products and services to be subcontracted were determined; how much subcontracting to the various types of businesses were determined and how their capabilities were determined. (Use Attachment 2 if additional space is required).

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7. What source lists was utilized in making the determinations in 5 above.

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8. Indirect and overhead costs \_\_\_\_\_ have \_\_\_\_\_ have not been included in the goals specified in 3 and 4 above. If it is included, please explain the methodology used and the amount of the indirect and overhead costs.

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9. The following named employee will administer the Subcontracting Plan.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

This individual's specific duties, as they relate to the firm's Subcontracting Plan, are as follows:

- ◆ General overall responsibility for this company's Small Business Program, the development, preparation, and execution of this Subcontracting Plan and for monitoring performance relative to contractual subcontracting requirements contained in the Plan, including, but not limited to:
- ◆ Developing and maintaining bidder lists of SB, SDB, WOSB, HUBZone, JAWOD, and HBCU/MI concerns (small business community) for all possible sources.
- ◆ Ensuring that procurement packages are structured to the small business community to participate to the maximum extent possible.
- ◆ Assuring inclusion of the small business community in all solicitations for products and services that they are capable of providing.
- ◆ Reviewing solicitations to remove statements, clauses, etc. which may tend to restrict or prohibit small business community participation.
- ◆ Ensuring periodic rotation of potential subcontractor on bidder lists.
- ◆ Ensuring that the bid proposal review board documents its reasons for not selecting low bid submitted by the small business community.
- ◆ Ensuring the establishment and maintenance of records of solicitations and subcontract award activity.
- ◆ Attending, or arranging for attendance of company counselors, at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade fairs, etc.
- ◆ Conducting, or arranging for the conduct of, motivational training for purchasing personnel pursuant to the intent of P.L. 95-507.
- ◆ Monitoring attainment of proposed goals.
- ◆ Preparing and submitting required periodic subcontracting reports.
- ◆ Coordinating contractor's activities during the conduct of compliance reviews by Federal agencies.
- ◆ Coordinating the conduct of contractor's activities involving its small business subcontracting program.
- ◆ Additions to the duties specified above are as follows:

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10. The following efforts will be taken to assure that the small business community will have an equitable opportunity to compete for subcontracts.

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a. Outreach efforts will be made as follows:

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b. Automated data base sources to be used, other than Pro-net, will be as follows:

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c. The following internal efforts will be made to guide and encourage buyers:

- (1) Workshops, seminars, and training programs will be conducted.
- (2) Activities will be monitored to evaluate compliance with this Subcontracting Plan.
- (3) Arrange interviews with the small business community.

d. Describe how your small business community data base, source lists, guides, and other data will be maintained and utilized by buyers in soliciting subcontracts; e.g., rotation of firms in the data base, keeping data base current and useful, etc.

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11. The contractor agrees that the clause 52.219-8, Utilization of Small Businesses, be included in all subcontracts which offer further subcontracting opportunities. All subcontractors, (except small business concerns) who receive subcontracts in excess of \$500,000 (\$1M for construction) will be required to adopt and comply with a Subcontracting Plan similar to this one. Such plans will be reviewed by comparing them with the provisions of PL 95-507 and assuring that all minimum requirements of an acceptable Subcontracting Plan have been satisfied. The acceptability of percentage goals shall be determined by a case-by-case basis depending on the supplies/services involved, the availability of potential firms in the small business community, and prior experience. Once approved and implemented, Plans will be monitored through the submission of periodic reports and/or as time and availability of funds permit, periodic visits for on-site reviews of the progress of the subcontracting program.

12. The contractor agrees to submit such periodic reports and cooperate in any studies or surveys as may be required by the Contracting Agency or the Small Business Administration in order to determine the extent of compliance by the contractor with the Subcontracting Plan and with clause 52.219-8.

13. Periodic reports required by P.L. 95-507 are **SF 294, Subcontracting Report for Individual Contract** and **SF 295, Summary Subcontract Report**. Reports will be prepared in accordance with the instructions contained on the reverse side of each form. Regardless of the effective date of this contract, reports shall be submitted for the entire life of the contract on the following dates:

Period ending 31 March	Report submitted to arrive not later than 30 April
Period ending 30 September	Report submitted to arrive no later than 31 October

A separate **SF 294** report is required at contract completion.

The original **SF 294** shall be sent to:  
ADMINISTRATIVE CONTRACTING OFFICER  
AS STATED IN THE CONTRACT

And a copy to:  
Commander, Pacific Division (Code 09J)  
Naval Facilities Engineering Command  
4262 Radford Drive  
Honolulu, HI 96818-3296

The original **SF 295** shall be sent to:  
ADMINISTRATIVE CONTRACTING OFFICER  
AS STATED IN THE CONTRACT

And a copy to:  
Commander, Pacific Division (Code 09J)  
Naval Facilities Engineering Command  
4262 Radford Drive  
Honolulu, HI 96818-3296

**NOTE: Large business concerns that have subcontracts from the prime contractor in excess of \$500,000 (\$1M for construction) and are required to have Subcontracting Plans are also required to prepare and submit the SF294 and SF295 reports. In addition to the SF294 and SF295 reports sent to the prime contractor, copies of the reports will be provided to the Contracting agency as stated above.**

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14. The contractor agrees that it will maintain at least the following types of records to document compliance with this Subcontracting Plan.

- ◆ Source lists, guides, and other data identifying firms in the small business community.
- ◆ Organizations contracted to locate firms in the small business community.

- ◆ On a contract-by-contract basis, records on all subcontract solicitations over \$100,000 indicating for each solicitation:
  - ◆ (1) whether concerns in the small business community were solicited and if not, why not; and
  - ◆ (2) reasons for the failure of the solicited concerns in the small business community to receive the subcontract award.
- ◆ Records to support outreach efforts; e.g. contacts with small business trade associations, business development enterprises, attendance at small business procurement conferences and trade fairs; frequency of accessing SBA's Pro-Net data base.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLAN REVIEWED BY: \_\_\_\_\_  
SMALL BUSINESS SPECIALIST/CONTRACT SPECIALIST

DATE: \_\_\_\_\_

Copy to:  
Small Business Specialist  
SBA Procurement Center Representative  
Nicholas Manalisay  
Space & Missile Systems Center (SBA)  
155 Discoverer Blvd., Suite 2017  
Los Angeles Air Force Base, CA 90245-4692

# ATTACHMENT ONE

## SUBCONTRACTING PLAN

### Option Periods

Line Item	Base	Option 1	Option 2	Option 3	Option 4	TOTAL
<b><u>DOLLARS</u></b>						
Total dollar value of this contract.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total Subcontracted	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Large Business	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Small Business	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SB	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
WOSB	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
JWOD-NISH	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SDB	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
WOSDB	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
HBCU/MI	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
HUBZone	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b><u>PERCENTAGES</u></b>						
*Large Business	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*Small Business	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*SB	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*WOSB	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*JWOD-NISH	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*SDB	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*WOSDB	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*HBCU/MI	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
*HUBZone	_____ %	_____ %	_____ %	_____ %	_____ %	_____ %

\*% of total dollars subcontracted



## **ATTACHMENT TWO**

### SUBCONTRACTING PLAN

*Continuation Sheet*

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